

Bulletin Number	29250BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Chief Executive Office
Position Title	PHOTOGRAPHER, CEO
Rebulletin Information	This announcement is a rebulletin to reopen the examination for filing. Persons who have already applied within the last twelve months (12) need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.
Exam Number	M7079D
Filing Type	Open Continuous
Filing Start Date	02/10/2014
Salary Type	Monthly
Salary Minimum	4177.64
Salary Maximum	5190.56
Position/Program Information	Performs specialized photographic work for the Board of Supervisors, Chief Executive Office and County Commissions.
Essential Job Functions	<p>Takes black and white and color photographs for training, public relations, public information, criminal or civil prosecution, artistic publications, and records.</p> <p>Performs digital processing, editing and printing.</p> <p>Takes factual photographs which may require special equipment to obtain a precise and detailed image of the subject matter for introduction in court as evidence.</p> <p>Utilizes a variety of professional cameras, lighting equipment, special lenses and filters, and other photographic equipment.</p> <p>Restores old photographs and slides.</p> <p>Maintains and makes minor repairs on cameras and other photographic equipment.</p>
Requirements	<p><b>Minimum Requirements:</b></p> <p>Two years of experience in the taking and processing of black and white and color photographs. Successful completion of advanced photography courses* in black and white, color, and digital camera techniques and laboratory processes in an accredited** college or recognized professional school will be accepted for one year of the required experience.</p>
Physical Class	<b>Physical Class III – Moderate:</b> Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	<p>*<b>Transcripts:</b> In order to receive credit for any college course work you must include a legible copy of the official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application during the examination process.</p>
Accreditation Information	<p><b>**Accreditation:</b> Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and</p>

**Examination  
Content**

International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

This examination will consists of a Structured Oral Interview weighted 100% to assess knowledge and skills in the field, interpersonal and oral communication and customer service delivery.

**Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.**

**Special Information**

**FINGERPRINTING AND SECURITY CLEARANCE:** Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification.

**Vacancy  
Information**

The eligible register resulting from this examination will be used to fill vacancies in the Chief Executive Office.

**Eligibility  
Information**

Candidates who achieve a passing score of 70% or higher on the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**Retake: No person may compete for this examination more than once every twelve (12) months.**

**Available Shift**

Any

**Application and  
Filing Information**

**WE MAY CLOSE THIS EXAMINATION WITHOUT PRIOR NOTICE.**

"ONLINE FILING ONLY – APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED".

**To apply online, please click the link below:**

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=29250BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=29250BR)

**INSTRUCTIONS FOR FILING ONLINE:**

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

**TO APPLY ONLINE, CLICK ON THE TAB ABOVE OR BELOW THIS BULLETIN THAT READS, APPLY TO JOB SO YOU CAN APPLY ONLINE AND TRACK THE STATUS OF YOUR APPLICATION AND GET NOTIFIED OF YOUR PROGRESS BY E-MAIL.**

**APPLICANTS MAY UPLOAD THE REQUIRED OR ADDITIONAL DOCUMENTS (i.e. license, certificate, official transcripts, diploma, etc.) AS ATTACHMENT(S) TO THEIR ONLINE APPLICATION AT THE TIME OF FILING. IF YOU ARE NOT ABLE TO UPLOAD THE REQUIRED/ADDITIONAL DOCUMENTS AT THE TIME OF FILING, YOU MAY EMAIL THE EXAM ANALYST AT [RHERNANDEZ2@CEO.LACOUNTY.GOV](mailto:RHERNANDEZ2@CEO.LACOUNTY.GOV) DURING THE EXAM PROCESS. PLEASE INCLUDE THE EXAM NUMBER AND EXAM TITLE.**

**The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS.** Fill out the application completely and correctly to receive full credit for any related education and job experience.

A) In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or

certificates earned.

B) For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

**FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE NUMBER OF HOURS WORKED PER WEEK; SALARY EARNED; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE, COMPLEXITY AND LEVEL OF ACCOUNTABILITY SURROUNDING YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.**

All information is subject to verification.

We may reject your application any time during the examination and hiring process.

Note: If you are unable to attach required documents, you may fax them to (213) 613-0744 during the examination process. Please include your name, the exam number and exam title.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department Contact Name**  
**Department**

Rowena Hernandez  
  
(213) 974-1025

**Contact Phone**  
**Department**  
**Contact Email** rhernandez2@ceo.lacounty.gov  
**ADA Coordinator**  
**Phone** (213) 974-2366  
**Teletype Phone** (213) 613-4796  
**California Relay**  
**Services Phone** (800) 897-0077  
**Job Field** Administration  
**Job Type** Administrative Support